

The Sands of Time Management

It's a wonder we ever get anything done with all the distractions and interruptions we face during our working day! Rather than spending late nights at the office or weekends working, it's important to create a good work/life balance. Time cannot be stored, banked or saved, so we must make sure that we spend it in the best way possible.

Whilst this course won't give you any more hours in the day, it *will* help you to be clear about when and where to best spend your time and gain those vital hours back.

What will you learn?

- ⇒ Understand the root cause of time management issues and why they arise.
- ⇒ Improve your ability to prioritise and plan effectively.
- ⇒ The importance of having clear goals and outcomes to aim for.
- ⇒ Confidently say 'no' and 'not now' to work requests.
- ⇒ How to reduce and eliminate distractions at work.
- ⇒ Tools and techniques for effective time management and delegation.

What will you cover?

- ⇒ Why does time get away from us
- ⇒ The art of procrastinating and how to 'eat the frog'
- ⇒ Priority setting
- ⇒ Deciding what's urgent Vs. what's important
- ⇒ How to get rid of 'time hoovers'
- ⇒ Effective delegation
- ⇒ Top time management tips
- ⇒ Running effective and focused meetings
- ⇒ Create a positive plan of action to embed learning

Who is it for?

Anyone who would like to get more done in less time, get the most out of every day or who cannot afford to waste unnecessary time.

How long will it take?

One day (*but it will be time well spent!*)